

**FRIENDS OF THE STATE LIBRARY AND ARCHIVES OF FLORIDA INC.**

**MINUTES**

**July 24, 2019**

**Via Webinar/Conference Call**

<b>Present:</b>	<b><u>Board of Directors</u></b>	<b><u>Division Staff</u></b>
	Ava Ehde	Amy Johnson
	Gene Coppola	Alison Davidson
	Brittney Farley	Jennifer Womble
	Claire Dygert	Brendon Guilliams
	Mark Vargas	Melissa Hooke
	Gloria Colvin	

**Absent:** Kathleen Malloy

**Call to order and roll call**

The meeting was called to order at 1:06 p.m. Eastern. A quorum was noted, and roll was called by Board Secretary, Ava Ehde.

**Introduction of board members, staff and guests**

The board decided to forgo introductions since there weren't any new members or guests attending the meeting.

**Adoption of the July 24, 2019 meeting agenda**

Mark Vargas moved to adopt the draft agenda. The motion was seconded and the agenda was unanimously adopted.

**Approval of minutes from the June 26, 2019 meeting**

Claire Dygert moved to approve the draft minutes with a correction; the motion was seconded and the draft minutes of the June 26, 2019 meeting were then unanimously approved.

### **Division Director comments**

The director spoke to the board on a variety of topics, including the purchase of QuickBooks and the development of the profit/loss statements. The annual report was submitted before the August 1 deadline (per Florida statute) to the department, and the board was sent a courtesy copy of the report. Information related to travel for the scheduled August board meeting will be sent out soon. The division is still processing travel reimbursements from the June 26 meeting, in particular for Claire and Gloria.

### **Business items**

#### **Review board candidates**

The board reviewed the resumes of two students suggested as potential board candidates: Elizabeth Uchimura and Philip Penley. The discussion concluded that Elizabeth Uchimura was the top pick. Brittney Farley moved to approve Elizabeth Uchimura to be on the board. The motion was seconded and unanimously approved. Amy Johnson will prepare the nomination packet for Secretary Lee to review and approve. Amy will also provide a notification letter to the new board member once her appointment is approved. Gene will follow up with the other candidate once Elizabeth has accepted the appointment.

#### **Banking and investment options**

##### **Investment**

Claire Dygert moved to approve a Certificate of Deposit investment of \$5,000 for nine months. The motion was seconded and unanimously approved.

##### **Banking**

The board is currently banking with Wells Fargo. It was noted that Wells Fargo is a national bank and offers an ease of access factor for the board and division staff. It was concluded that the board will continue to bank with Wells Fargo. Gloria Colvin moved to approve keeping Wells Fargo as the board's banking institution. The motion was seconded and unanimously approved.

**Florida History Day prizes**

The board decided to support both prizes, each prize not exceeding \$125. Gloria Colvin moved to approve supporting both prizes for Florida History Day for the State Archives. Each student will receive a \$25 award with a maximum of five students for each award. The motion was seconded and unanimously approved.

**Long-range planning**

The board agreed to concentrate on the most imperative area of focus – awareness of the division and its programs – for the meeting in August. Gene will send out an email before the August meeting asking for suggestions/feedback under the umbrella of “awareness” to submit to the division in order to construct a well-guided agenda for that meeting. This is to ensure the best use of time during the meeting.

**Other business**

A best practice sheet will be provided by division staff before the next meeting to help guide board members on how to use the online platform.

A board job description draft will be ready for review during the August meeting.

Letterhead has been approved by board members and will be submitted for approval to the department. Mark Vargas moved to approve letterhead. The motion was seconded and unanimously approved.

**Public comment**

The board president called for public comment. No comments were made.

**Adjourn**

Mark Vargas moved to adjourn the meeting. The motion was seconded and unanimously approved.